

468012/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES ELECTRIC SERVICE CREW SUPERVISOR

DEFINITION

Under general supervision, to supervise and participate in the work of a small crew in the installation, construction, and maintenance of overhead and underground energized/de-energized electrical wires, cables, structures, apparatuses and equipment; and to do related work as required.

REPORTS TO: Utilities Electric Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an Utilities Electric Superintendent. Exercise close to general supervision over journey-level personnel and/or apprentices and/or Utilities Electric Field Helpers.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and participate in the work of a small crew of journey level personnel and/or apprentices and/or Utilities Electric Field Helpers in the installation, construction, and maintenance of energized/de-energized electrical wires, cables, structures, apparatuses, and equipment.
- Investigate customer complaints relative to the electric utility and takes appropriate action; install and remove single and poly phase electric meters.
- Assist in in-service training programs for apprentices.
- Perform journey level duties as part of an overhead or underground line crew on a relief basis.
- Coordinate work with other City departments, divisions, and sections and with outside agencies.
- Supervise, train, and evaluate subordinates.
- Perform line clearance tasks.
- Serve as an Acting Utilities Electric Supervisor as required.

QUALIFICATIONS

Knowledge of:

- Approved methods, materials and tools used in metering, street lights, line clearance, overhead and underground line installation, construction and maintenance.
- Principles of electrical theory as applied to electrical circuits and wiring systems, and ability to apply this knowledge to work problems.
- Occupational hazard and safety precautions.
- Principles and practices of supervision and training, and performance evaluation.

Ability to:

- Acquire a working knowledge of the proper methods and procedures to complete written reports including performance evaluations, maintenance reports, time cards, equipment reports, apprentice forms, field information sheets, work orders, material requisition forms, apparatuses forms, structure forms, accident reports, budget requisitions and other related reports/forms as required.
- Perform proper methods and procedures of radio communication.
- Perform proper methods and procedures of electric single and polyphase meter installations and removals.
- Perform overhead and underground electrical installation, construction, maintenance and line clearance.
- Demonstrate the use and care of line/splicing tools and equipment.
- Install and maintain street lights.
- Assist in the in-service training program.
- Assign and lay out the work of skilled and semi-skilled workers.
- Climb poles and work with high-tension wires in accordance with standard safety precautions.
- Diagnose electrical problems under emergency conditions and take corrective action.
- Understand and carry out complex oral and written instructions.
- Perform heavy manual work under varying weather conditions.
- Supervise, train, and evaluate subordinates.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two years of experience (one year with the City of Riverside) as a journey level Utilities Power Line Technician or Cablesplicer in the installation, construction and maintenance of electrical overhead/underground

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession or ability to obtain a class "A" California Motor Vehicle Operator's License and the appropriate endorsements.

Possession of or ability to obtain C.P.R. and Standard First Aid certificates.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Electric Service Crew Supervisor

TO: Utilities Electric Supervisor